

MS-AB730T00: TRANSFORM BUSINESS WORKFLOWS WITH GENERATIVE AI



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Beginner	Microsoft 365	Instructor-led	NA

INTRODUCTION

In this course, learners will discover how to apply generative AI to streamline daily tasks, enhance decision-making, and drive meaningful business outcomes. Learners will understand how to use Microsoft 365 Copilot and its functionalities to improve their productivity. The course focuses on real-world use cases—no coding required—making it ideal for those who want to confidently integrate AI into their work.

AUDIENCE PROFILE

This course is designed for professionals from a wide range of business functions, such as marketing, sales, operations, product management, customer success, human resources, and finance. The course is suitable for those looking to enhance their productivity, streamline workflows, and confidently demonstrate AI skills in a modern workplace.

PREREQUISITES

Students should have basic functional experience with Microsoft 365 services.

COURSE OBJECTIVES

After completing this course, students will be able to:

- Understand generative AI fundamentals
- Apply AI in business workflows
- Leverage Microsoft 365 Copilot capabilities
- Enhance productivity and decision-making
- Develop confidence in AI adoption

COURSE CONTENT

Module 1: What is generative AI?

Learn about generative AI, a technology that uses machine learning models to generate new content, ideas, or solutions based on existing data.

Lessons

- Introduction
- What is generative AI?
- Understand responsible AI
- Microsoft 365 Copilot as your workflow companion
- Knowledge check
- Summary

After completing this module, students will be able to:

- Describe generative AI and its capabilities.
- Understand the principles of responsible AI and their importance in generative AI applications.
- Explain how Microsoft 365 Copilot leverages generative AI to enhance productivity and streamline workflows.

Module 2: Employ Copilot Chat as your AI assistant

Learn about Microsoft 365 Copilot Chat, a tool that leverages generative AI to enhance productivity and streamline workflows.

Lessons

- Introduction
- What is Copilot Chat?
- Write effective prompts to optimize Copilot responses
- Manage prompts and conversations in Copilot Chat
- What are Copilot agents?
- Knowledge check
- Summary

After completing this module, students will be able to:

- Delete prompts you no longer need, keeping your workspace efficient and up-to-date.
- Identify and manage scheduled prompts in the Copilot window.
- Understand how organizational settings impact the availability of scheduled prompts.

- Apply scheduled prompts to automate daily, midweek, and end-of-day business activities for improved productivity.
- Understand how to create and configure an agent

Module 3: Draft and refine business content using Microsoft 365 Copilot

This module discusses Microsoft 365 Copilot. It highlights how to create a first draft of your document, then edit and enhance your content creation process to improve efficiency and collaboration.

Lessons

- Introduction
- Draft your content using Microsoft 365 Copilot
- Research and gather information using the Researcher Agent
- Knowledge check
- Summary

By the end of this module, you'll be able to leverage Microsoft 365 Copilot for efficient content creation

in Word, Outlook, and PowerPoint and employ the Researcher agent to gather information and gain deeper insights to enhance your documents.

Module 4: Analyze and visualize data using Microsoft 365 Copilot

This module discusses Microsoft 365 Copilot. It highlights how to analyze and visualize data effectively.

Lessons

- Introduction
- Analyze data workflows in Excel with Copilot
- Generate insights using the Analyst Agent
- Knowledge check
- Summary

By the end of this module, you'll be able to leverage Microsoft 365 Copilot for data analysis and visualization in Excel and employ the Analyst Agent to gather insights and enhance your data presentations.

Module 5: Manage meetings and collaboration using Microsoft 365 Copilot

This module discusses Microsoft 365 Copilot. It highlights how to manage meetings and enhance collaboration effectively.

Lessons

- Introduction
- Streamline meeting preparation and follow ups with Copilot
- Enhance collaboration with Copilot Chat, Pages, and Notebooks
- Knowledge check
- Summary

By the end of this module, you'll be able to use Microsoft 365 Copilot to follow up on meetings by summarizing email threads, capture real-time insights and automate note taking during meetings, generate post-meeting summaries and action items, draft effective follow-up emails, and leverage Copilot Pages and Notebooks for shared planning and deeper analysis.

Module 6: Define the role you want Microsoft 365 Copilot to play in your business workflow

This module provides an opportunity for you to consider how to effectively use Microsoft 365 Copilot in various business scenarios, such as drafting client proposals and creating executive summaries.

Lessons

- Introduction
- Scenario 1: Prepare weekly status report
- Scenario 2: Build a client proposal deck
- Scenario 3: Create an executive summary
- Summary

By the end of this module, you'll understand that there is no one way to employ Microsoft 365 Copilot in your business workflows. Instead, you'll be able to evaluate different scenarios and determine how Copilot can best assist you based on your specific needs and context. You'll work through three distinct scenarios, each illustrating a different use case for Copilot in a business setting.

ASSOCIATED CERTIFICATIONS & EXAM

This course will prepare delegates to write the Microsoft AB-730: AI Business Professional Exam.